

The Strategic Prevention Framework State Incentive Grant

Request for Grant Application (RFGA)

SP-DSG-09-0181-00

<u>DEADLINE</u>	Proposals shall be submitted on or before 3:00 p.m. (MST) on <i>April 16, 2009</i> , at Governor Brewer's Office for Children, Youth, and Families, 1700 W. Washington, Suite 101, Phoenix, AZ 85007. <u>TELEFAXED, ELECTRONIC OR LATE APPLICATIONS WILL NOT BE ACCEPTED.</u> Please mail or deliver one (1) original and five (5) copies.
<u>SPECIAL ACCOMMODATIONS</u>	Persons with a disability may request reasonable accommodation such as a language interpreter by contacting Sarah Bean, email: sbean@az.gov or via Fax (602) 542-3520. Requests should be made as early as possible to allow time to arrange the accommodation.
<u>PRE-APPLICATION CONFERENCE</u>	Prospective applicants are encouraged to attend a conference on March 16, 2009, at 2:00 p.m. - 4:00 p.m. (MST) at the State Capitol, Executive Tower, Grand Canyon Room, 1700 W. Washington, Phoenix 85007. The purpose of the meeting is to discuss and clarify this Request for Grant Application.
<u>PROCUREMENT GUIDELINES</u>	<p>In accordance with A.R.S. §41-2701, competitive sealed grant applications for the services specified within this document will be received by Governor Brewer's Office for Children, Youth and Families at the above specified location until the time and date cited. Grant applications received by the correct time and date will be opened and the name of each applicant will be publicly read.</p> <p>Grant applications must be in the actual possession of Governor Brewer's Office for Children, Youth and Families on or prior to the exact time and date indicated above. TELEFAXED, ELECTRONIC OR LATE GRANT APPLICATIONS WILL NOT BE CONSIDERED.</p> <p><u>Grant applications must be submitted in a sealed envelope with the Grant Application Number and the applicant's name and address clearly indicated on the envelope.</u></p> <p>All applications must be completed in ink or typewritten and a complete Grant Application returned along with the offer by the time and date cited above. Additional instructions for preparing a grant application are included within this document.</p> <p>Applicants are strongly encouraged to carefully read the entire Request for Grant Application document.</p>

<u>CONTRACT INFORMATION</u>	<p>GRANT TITLE: The Strategic Prevention Framework State Incentive Grant</p> <p>CONTRACT TYPE: Cost Reimbursement Sub-Grant.</p> <p>CONTRACT TERM: The term of the contract shall commence on July 1, 2009 and shall remain in effect until June 30, 2010, contingent upon final federal award, unless terminated, cancelled or extended as otherwise provided herein.</p>
<u>CONTACT INFORMATION</u>	<p>Sarah Bean Governor Brewer's Office for Children, Youth and Families Procurement Manager Fax: (602) 542-3520 Email: sbean@az.gov</p>
<u>CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER</u>	<p>The Strategic Prevention Framework State Incentive Grant CFDA Number is 93.243. This number will be required for audits conducted in accordance with federal regulations.</p>
<u>MANDATORY SUBGRANTEE ORIENTATION</u>	<p>Each successful applicant who is awarded will be required to attend a MANDATORY Subgrantee Orientation. The time and location for this meeting will be detailed in an award letter. A fiscal representative AND a program representative will be REQUIRED to attend.</p>
<u>SPECIAL NOTE</u>	<p>All information submitted by the applicant is subject to disclosure and inspection by the public. If an applicant deems all, or part of their application to be proprietary, a written justification must be submitted to support non-disclosure.</p>
<u>AMENDMENTS</u>	<p>It is the sole responsibility of applicants to check the Governor's website for any changes to this RFGA, http://gocyf.az.gov/Grants/index.asp</p>



JANICE K. BREWER
GOVERNOR

STATE OF ARIZONA

DAVID BARNHOUSE
INTERIM DIRECTOR

**GOVERNOR BREWER'S OFFICE
FOR CHILDREN, YOUTH AND FAMILIES
OFFER AND ACCEPTANCE FORM (SPO FORM 203)**

TO GOVERNOR BREWER'S OFFICE FOR CHILDREN, YOUTH AND FAMILIES:

The Undersigned hereby agrees, if awarded a grant, to all terms, conditions, requirements and amendments in this solicitation document and any written exceptions, as accepted by Governor Brewer's Office for Children, Youth and Families, in the application.

Arizona Transaction (Sales) Privilege Tax License No.:

Name of Point of Contact Concerning this Application:

Name: _____

Federal Employer Identification No.:

Phone: _____ Fax: _____

E-Mail: _____

Name of Applicant

Signature of Person Authorized to Sign Offer

Address

Printed Name

City

State

Zip

Title

CERTIFICATION

By signature in the Offer section above, the Applicant certifies:

1. The submission of the application did not involve collusion or other anti-competitive practices.
2. The applicant shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246, State Executive Order 99-4 or A.R.S. §§ 41-1461 through 1465.
3. The applicant has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause shall result in rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting contract and may be subject to legal remedies provided by law.
4. In accordance with A.R.S. §35-397, the applicant hereby certifies that the applicant does not have scrutinized business operations in Iran or Sudan.

ACCEPTANCE OF APPLICATION

The Application is hereby accepted.

The Applicant is now bound to perform as stated in the attached grant application, and based upon the RFGA solicitation document, including all terms, conditions, requirements, amendments, etc., and the Applicant's grant application as accepted by the State.

This grant shall henceforth be referred to as Grant No. _____.

The Applicant has been cautioned not to commence any billable work or to provide any material or service under this contract until Applicant receives a purchase order, contact release document or written notice to proceed.

State of Arizona

Awarded this _____ **day of** _____ **20** _____

Sarah Bean, Procurement Manager

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What is Governor Brewer's Office for Children, Youth & Families?

Governor Brewer's Office for Children, Youth & Families (GOCYF) provides resources, promotes citizen engagement and leads innovative projects to strengthen and empower families and communities. To achieve the Governor's vision for healthy communities, the office is organized into several divisions: Division of Finance and Administration, Division for Children, Division for Community and Youth Development, Division for Substance Abuse Policy, and the Division for Women. Experienced and knowledgeable professionals with expertise in their particular areas staff each division and act as resources to communities. To achieve GOCYF's mission, the divisions oversee grant programs, boards, commissions, councils, task forces, policy initiatives and annual events.

The GOCYF acts as a catalyst for overall systems changes. Commissions advise and monitor policy initiatives and grant programs. The GOCYF convenes numerous commissions, councils and task forces which include: the Arizona Parents Commission on Drug Education and Prevention, the Arizona Substance Abuse Partnership, the Arizona Juvenile Justice Commission, the Governor's Commission to Prevent Violence Against Women, the Governor's Commission on the Health Status of Arizona's Women and Families (with the Arizona Department of Health Services), the Children's Justice Task Force, the Governor's Commission on Service and Volunteerism, the Statewide Youth Development Task Force, the Governor's Youth Commission, and the Earned Income Tax Credit Task Force. To achieve its goal of community participation and inclusiveness, the commissions and councils are composed of diverse people representing a variety of geographic areas, ethnicities, interests, and professions.

GOCYF Values

- ❖ We are public servants with a passion to create a brighter future for all Arizonans.
- ❖ We value strong families as the cornerstone of a healthy society with a robust economy and a bright future.
- ❖ We acknowledge and celebrate all kinds of families, and recognize that there is often a child at the center of each family who needs support to grow up healthy, safe and well educated.
- ❖ We recognize and value our diverse backgrounds and perspectives as we serve in a culturally competent manner.
- ❖ We work in a family/employee friendly environment, in which we draw on our creativity, flexibility and good humor to accomplish excellent work that gets results for Arizona's children, youth and families.
- ❖ We approach our work as servant leaders and focus on producing tangible outcomes to meet the expressed needs of Arizonans.
- ❖ We pursue our work with pride, integrity and mutual respect for each other and for the people of Arizona.

GOCYF Vision

The state of Arizona is the ideal place to grow up, raise a family, and grow old.

GOCYF Mission

We create a brighter future for Arizona by providing resources, promoting citizen engagement, and leading innovative projects to strengthen and empower families and communities.

GOCYF Goals

- ❑ Safety ~ Arizonans are safe in their homes and communities
- ❑ Civic Engagement ~ Arizonans participate in improving the quality of life within their communities
- ❑ Economic Stability ~ Arizonans are economically stable and self sufficient and have access to support and resources
- ❑ Health ~ Arizonans are healthy and stable – physically, mentally, behaviorally, developmentally, orally, environmentally, and spiritually
- ❑ Life Long Learning ~ Arizonans experience quality education throughout their lifetimes
- ❑ Responsive Government ~ State government is responsive to individuals, families, communities and local governments in Arizona

What is the Division for Substance Abuse Policy?

The Governor's Division for Substance Abuse Policy is a division of the GOCYF. The Division for Substance Abuse Policy (DSAP) specializes in administering grants, providing training and information, and guiding policy on the issues of substance abuse education, prevention and treatment services throughout Arizona.

The DSAP works to improve and expand the delivery of substance abuse education, prevention and treatment services throughout Arizona. Through it's work in resource development, policy development, training and technical assistance, and program evaluation, the Division works to create a substance abuse service delivery system that is efficient, effective and responsive to the needs of Arizona's citizens and communities.

The Division is responsible for staffing and supporting the Arizona Parents Commission on Drug Education and Prevention. The Commission was created by voter initiative and distributes a portion of Arizona's Drug Treatment and Education Fund. The Commission's mandate is to increase and enhance parental involvement and increase education concerning the severity, risks and public health problems attributed to the abuse of alcohol and controlled substances.

What is the Strategic Prevention Framework State Incentive Grant?

Governor Brewer's Office for Children, Youth and Families was awarded the Strategic Prevention Framework State Incentive Grant (SPF SIG) in October 2004. The SPF SIG is an infrastructure grant awarded to states from the Center for Substance Abuse Prevention (CSAP) and the Substance Abuse Mental Health Services Administration (SAMHSA) to enable them to build sustainable systems at the state and community levels that will prevent and reduce substance abuse. This grant provides funding to support community substance abuse

prevention efforts utilizing the Strategic Prevention Framework five-step prevention-planning model.

The goals of the national SPF SIG are to:

1. Prevent the onset and reduce the progression of substance abuse, including childhood and underage drinking;
2. Reduce substance abuse-related problems in communities across Arizona; and
3. Build prevention capacity and infrastructure at the State and community levels.

The SPF SIG is designed to assist states and communities in the systematic process of building or improving the overall substance abuse infrastructure to more effectively prevent and reduce the impact of substance abuse, including underage drinking. This process must be data driven by using a combination of statewide epidemiological data and local level data.

In building or improving this infrastructure, SPF SIG states and communities are required to implement the following five steps:

The Five Steps (Model) of the Strategic Prevention Framework

Step 1: Needs Assessment

Profile population needs, resources and readiness to address the problems and gaps in service delivery.

Step 2: Capacity Building/Community Mobilization

Mobilize and/or build capacity to address needs.

Step 3: Strategic Planning

Develop a comprehensive strategic plan.

Step 4: Implementation

Implement evidence-based prevention programs, policies, and practices.

Step 5: Evaluation

Monitor process, evaluate effectiveness, sustain effective programs/activities, and improve or replace those that fail.

SPF SIG Five Step Model:



What is the Funding Source for this Grant?

The Strategic Prevention Framework State Incentive Grant CFDA Number is 93.243. The SPF SIG is an infrastructure grant awarded to states from the Center for Substance Abuse Prevention (CSAP) and the Substance Abuse Mental Health Services Administration (SAMHSA) to enable them to build sustainable systems at the state and community levels that will prevent and reduce substance abuse. This grant provides funding to support community substance abuse prevention efforts utilizing the Strategic Prevention Framework five-step prevention-planning model.

Who is Eligible to Apply for this Funding Opportunity?

Currently, the Arizona SPF SIG funds Subgrantees throughout the state. This RFGA will fund prevention efforts for geographical areas that are considered to have a high need for services or prevention efforts but a low capacity to address the needs. These geographical areas include the southern region of Yuma County; the northern region of La Paz County, specifically the Parker area; the southern region of Mohave County, specifically, the Lake Havasu area; and the northwestern region of Apache County. The Epidemiological Profile indicates that underage drinking, binge drinking and illicit drug use problems are substantiated in the population that resides within these areas. The Arizona Drug Enforcement Administration (DEA) also indicates that these areas are high drug traffic locations for drug smugglers and dealers going out of Phoenix. The sub grantees funded are required to complete steps 1 and 2 of the SPF SIG model which will increase their capacity to address substance abuse problems in the identified geographical areas mentioned above. Should the sub grantees funded complete steps 1 and 2 prior to the grant ending, they will be expected to transition into step three (3) and develop a comprehensive strategic plan to address the substance abuse problems in the community. Please note there are minimal expectations for funded applicants to transition into step three (3).

The following organizations that serve the geographical areas mentioned above are eligible to apply for SPF SIG funding:

- Federally recognized Native American Tribes or Tribal Organizations*,
- Non-profit agencies 501 (c) (3) or units of local government that have been designated by a substance abuse focused community coalition** to serve as an applicant and fiscal agent, or
- Non-profit agencies 501 (c) (3) or units of local government in communities where no substance abuse community coalition exists, but in which potential coalition members and a plan to foster this community effort have been identified. (Governor Brewer's Office for Children, Youth and Families will provide additional technical assistance to these entities in developing a comprehensive community approach to preventing substance abuse).

*Federally recognized Native American Tribes or Tribal Organizations will be eligible for funding regardless of whether a substance abuse focused coalition exists within the same county or counties where the reservation is located. However, if such a coalition does exist, both the coalition and the tribe will be encouraged to collaborate when addressing the same population or area of the shared community.

****A substance abuse focused community coalition is defined as:** *An entity comprised of multiple sectors of the community, including businesses, parents, media, law enforcement, schools, faith-based organizations, health providers, social service agencies, and local government. By acting in concert through the coalition, all of the partners gain a more complete understanding of the community's problems. Together, the partners organize and develop plans and programs to coordinate their anti-drug efforts.*

What is the Total Amount of Available Funds?

Based on approval of federal funding, the amount of funding available for this Request for Grant Application is approximately \$1,000,000.00. The average award amount is estimated at \$200,000 per geographical area. Anticipated awards for this cycle of funding will be for one twelve month period to begin July 1, 2009 through June 30, 2010.

What Will This Request for Grant Application Fund?

The funding is intended to focus on substance abuse prevention in two (2) statewide problem areas identified through epidemiological data collected at the state and local levels:

1. Problematic Drinking among 12-25 year olds, including the following indicators for both youth and adults:
 - a. Youth alcohol consumption, defined as past 30-day alcohol use and past 30-day binge drinking.
 - b. Adult binge drinking, defined as past 30-day binge drinking, the consumption of five (5) or more drinks at one time.

- c. Alcohol related Driving Under the Influence (DUI) injuries, defined as alcohol related vehicle crashes causing injury.
2. Youth illicit drug use among 12-18 year olds, defined as past 30-day use of marijuana, methamphetamines, hallucinogens, inhalants, cocaine, or pharmaceutical drugs

Recipients will be required to use ten (10) to fifteen (15) percent of the award to fund required technical assistance and evaluation services. The funded applicant's selection of a provider of technical assistance and evaluation must be approved by Governor Brewer's Office for Children, Youth and Families.

How Do I Apply?

Applicants will be required to submit the documents and attachments being requested as outlined in this RFGA. To prepare your application, read this document and its exhibits/attachments. Follow the instructions and guidelines found in each of the document sections. Prepare a budget and budget narrative. **Refer to the Checklist on page 31 to verify inclusion of all required documentation and the proper format.**

Governor Brewer's Office for Children, Youth and Families shall be responsible for the overall management of the Strategic Prevention Framework State Incentive Grant. Governor Brewer's Office for Children, Youth and Families is responsible for all activities related to submission and awarding of contracts, and all subsequent program monitoring.

Applicant Contacts

Governor Brewer's Office for Children, Youth and Families will address questions regarding this Request for Grant Application, including technical specifications, proposal process, etc. For questions, please contact Sarah Bean via email: sbean@az.gov or via fax: (602) 542-3520. Applicants may not contact the employees of Governor Brewer's Office for Children, Youth and Families regarding this procurement activity while the formal solicitation and evaluation are in process.

Please follow these instructions in preparing your grant application

1. Read and familiarize yourself with all sections of this Request for Grant Application (RFGA) document.
2. Attend, if necessary, the Pre-Application Conference on March 16, 2009, starting from 2:00 pm - 4:00 pm (MST), at the State Capitol, Executive Tower, Grand Canyon Room, 1700 W. Washington, Phoenix, Arizona 85007. The Pre-Application Conference will clarify the contents of the RFGA in order to prevent any misunderstanding of Governor Brewer's Office for Children, Youth and Families position. Any doubt as to the requirements of the RFGA or any apparent omission or discrepancy should be presented to Governor Brewer's Office for Children, Youth and Families at the Conference. Governor Brewer's Office for Children, Youth and Families will take all questions and concerns under consideration. Any material changes to the RFGA will be issued in a written amendment. Oral statements or instructions shall not constitute an amendment to the RFGA. Written amendments are

posted to the Governor's website, <http://gocyf.az.gov/Grants/index.asp>. It is the sole responsibility of the prospective applicant to view the website for updated information. Applicants may not contact any employee of Governor Brewer's Office for Children, Youth and Families concerning this solicitation while the application and evaluations are in process. **Attendance at the Pre-Application Conference is encouraged, but not mandatory.** Questions concerning this solicitation should be directed to Sarah Bean by emailing sbean@az.gov or in writing by faxing your question to (602) 542-3520.

3. Each successful applicant who is awarded will be required to attend a **MANDATORY** Subgrantee Orientation. The time and location for this meeting will be detailed in an award letter. A fiscal representative AND a program representative will be **REQUIRED** to attend.
4. **Submit one (1) original and five (5) copies of your application.** The original copy of your application should be clearly marked "**ORIGINAL**". Governor Brewer's Office for Children, Youth and Families will not provide any reimbursement for the cost of developing or presenting applications in response to this RFGA. Failure to include the requested information may have a negative effect on the evaluation of the applicant's application.
5. Grant Applications must be received by Governor Brewer's Office for Children, Youth and Families, 1700 W. Washington, Suite 101, Phoenix, Arizona, 85007 **no later than 3:00 PM (MST), April 16, 2009. TELEFAXED, ELECTRONIC OR LATE APPLICATIONS SHALL NOT BE ACCEPTED.**
6. Additional materials such as promotional brochures or examples of other programs should be submitted only if they directly relate to the information requested in the application.
7. Applications shall be opened publicly at the time and place designated on the cover page of this document. The name of each applicant shall be read publicly and recorded.
8. Applications shall be irrevocable for 150 days after the RFGA due date and time.
9. In the event that the proposals received exceed the budget limitations, Governor Brewer's Office for Children, Youth and Families reserves the option to request a reduction in the scope of the applicant's proposed program. If such an option is exercised by Governor Brewer's Office for Children, Youth and Families, funds shall be awarded according to priority scores. Revised budget documents will be required. Governor Brewer's Office for Children, Youth and Families reserves the right to award contracts for less than the proposed price.
10. Keep a copy of this solicitation and your grant proposal. If awarded, the Subgrantee shall be bound to the services listed by the grant proposal and based upon the solicitation, including all terms, conditions, specifications, amendments, etc.

How Will the Applications be Evaluated?

The review committee evaluates applications and selects those applications deemed susceptible for an award, based upon the following criteria.

Evaluation Criteria

Needs Assessment	(30%)
Capacity Building Efforts	(30%)
Strategies and Approaches	(20%)
Implementation Plan & Budget	(10%)
Evaluation Plan	(10%)

Those applicants not selected for funding will be notified in writing; however, pursuant to A.R.S. §41-2702(E), all applications shall not be open for public inspection until after grants are awarded. A.R.S. §41-2702(G) also states the evaluator assessments shall be made available for public inspection no later than thirty (30) days after a formal award is made.

TECHNICAL REQUIREMENTS

Applications will be reviewed initially for compliance with technical requirements.

NONCOMPLIANCE WITH THESE REQUIREMENTS MAY RESULT IN THE APPLICATION BEING DEEMED NON-RESPONSIVE, AND THEREFORE, NOT SUSCEPTIBLE TO AWARD.

- ❑ Responses should be typed, single-spaced with one-inch margins or wider with a 12-point font used.
- ❑ Applications are NOT to be bound in spiral binders or in 3-ring notebooks. Please submit your applications either stapled in the upper left-hand corner or use a binder clip.
- ❑ Applications should be single sided, NOT duplexed.
- ❑ Number all pages and include a table of contents that follows the underlined sections below.
- ❑ Enclose **one (1) original** copy marked “**ORIGINAL**” and **five (5)** additional copies.
- ❑ A signed Offer and Acceptance (SPO Form 203) document must be submitted. **THIS DOCUMENT MUST HAVE AN ORIGINAL SIGNATURE.**
- ❑ Any amendments, if applicable, must be submitted **SIGNED** as part of the application.
- ❑ All Exhibits must be completed as instructed.
- ❑ The organization name and the Request for Grant Application Number **SP-DSG-09-0181-00** must be **CLEARLY** marked on the outside of the sealed envelope/package.

APPLICATION REQUIREMENTS

Applicants need to discuss the approach your organization will use to accomplish steps one (1) through two (2) of the SPF SIG model. Please include any currently available information regarding an already established coalition and any activities you may have accomplished or are currently working on. **Do not include strategies** to implement in your community. Emphasis should be placed on steps one (1) and two (2). Please be detailed in discussing the approach your organization plans to take in conducting a needs assessment and building a coalition to address substance abuse needs identified in step 1. There are minimal expectations for funded applicants to reach step three (3), the planning phase. Please provide only basic information regarding the approach your organization will take in developing a plan to address substance abuse problems in the community.

1. EXECUTIVE SUMMARY (Required - one page maximum)

Provide a one-page narrative overview of the project that includes a brief summary of the program goals, objectives, methods to be used and collaboration efforts.

2. NEEDS ASSESSMENT (Required - four pages maximum, not including attachments)

Step one (1) needs assessment is necessary to identify and analyze information about the substance abuse problems, goals, and factors affecting them. It is also important to establish a framework or model to document the process and outcomes of change. During this step, the grant recipient will begin to create and maintain partnerships that are necessary in the collection of data and begin a framework to address the problems.

Applicants must describe how they will accurately assess their problematic drinking including: underage drinking and binge drinking among 12-25 year olds, and illicit drug use among 12-18 year olds using data. The epidemiological data used in the application must identify the magnitude of the problem to be addressed, where the problem is greatest, and intervening variables, which may include risk and protective factors associated with the problem. Applicants must also provide a process by which they will identify community assets and resources, gaps in services and capacity and readiness to change. Funded applicants are required to contract with an approved GOCYF technical assistance provider for support to collect and analyze appropriate data sources.

Provide a narrative response to each of the following:

- A. State how the substance abuse problem in the community will be accurately assessed in this proposal.
- B. Based on the stated problem, what is the magnitude of the issue in the community, where is the problem the greatest, who is the target population, and what are the intervening variables which may include risk and protective factors that are associated with the problem?

- C. Identify no more than three (3) risk factors and identify no more than three (3) protective factors that are most relevant to the stated problem and the target population.
- D. Identify the sources of the data, how that data was collected, and how that data relates to and validates the identified risk factor(s), protective factor(s), and problem(s) in the community.
- E. What resources (federal, state, local) in your community and/or within your organization are currently being directed toward the stated problem? How will this grant support those efforts or enhance your program efforts?

3. Capacity Building Efforts (Required - four pages maximum, not including attachments)

Step two (2) focuses on capacity building and the engagement of key stakeholders at the State and community levels. This is critical to plan and implement successful substance abuse prevention activities that will be sustained over time. Key tasks may include, but are not limited to, convening leaders and stakeholders; building coalitions; training community stakeholders, coalitions, and service providers; organizing agency networks; leveraging resources; and engaging stakeholders to help sustain the activities.

In this section, applicants must clearly outline the level of readiness within their community as it relates to capacity building. Please describe your community's current activities, initiatives, strategies or programs that address substance abuse by answering the following questions:

Provide a narrative response to each of the following:

Does your community currently have a coalition or task force in place to address substance abuse prevention? If so, please respond to all questions in Section A below. If not, please respond to all questions in Section B below.

- A. If there is an active coalition in your community, please provide the following information:
 - a. A list of coalition members and the sectors of the community they represent. (i.e. law enforcement, youth, school systems, medical personnel, parents)
 - b. Mission statement of the existing coalition and any goals and objectives. Please include the amount of time the coalition has been in place.
 - c. Description of the activities that the coalition has been involved with to date, including activities that are being planned. This can include a needs assessment, strategic planning activities, or community events planned by the coalition itself.
 - d. Describe any plans to increase membership to include additional important stakeholders or partnering with other coalitions and agencies for the purpose of this grant.
- B. If there is no coalition in your community, please describe what process you will use to:
 - a. Engage key stakeholders (i.e. law enforcement, youth, school systems, medical personnel, non-profits, service providers, other existing coalitions, community centers, parents) to join together to address problematic drinking including:

- underage drinking and binge drinking among 12-25 year olds, and illicit drug use among 12-18 year olds.
- b. Maintain and expand the newly developed coalition.
- c. Build on any existing prevention programs or services.
- d. Utilize and structure both financial and organizational resources.
- e. Address the community's readiness to address problematic drinking including: underage drinking and binge drinking among 12-25 year olds, and illicit drug use among 12-18 year olds.
- f. Strengthen the capacity of the newly formed coalition through education and training.
- g. Address the newly developed coalitions' sustainability.
- h. Address ongoing evaluation of the coalitions work.

4. STRATEGIES/APPROACHES (Required - four pages maximum, not including attachments)

Should the applicants funded complete steps 1-2 prior to the grant ending, they will be expected to transition into step three (3) and develop a comprehensive strategic plan to address the substance abuse problems in the community. There are minimal expectations for funded applicants to reach step three (3), however please describe the approach/process the applicant anticipates would be necessary to develop a community plan (i.e. community forums, town hall presentations, parent-teacher conferences, impact panels, church meetings) and a resolution to address problematic drinking including: underage drinking and binge drinking among 12-25 year olds, and illicit drug use among 12-18 year olds. **DO NOT INCLUDE STRATEGIES TO IMPLEMENT IN YOUR COMMUNITY.**

5. IMPLEMENTATION PLAN (Required - four pages maximum, not including attachments)

Please describe the level of readiness of your organization or fiscal agent to oversee the grant and interface with the coalition to accomplish the required steps. Include information regarding the designated project director and any other agency who will provide oversight for this grant cycle.

Implementation/Work Plan Activities

- A. Sequentially list the activities needed to conduct steps 1 and 2 of the SPF Model including timelines and responsibilities as they relate to the achievement of the process objectives. (Complete Exhibit K)
- B. Describe the plan for recruiting and retaining volunteers/staff to conduct steps 1 and 2.
- C. Describe any anticipated barriers to participation and/or completion and your plans to overcome those barriers.
- D. Describe any training that will be needed for existing and/or new staff. How and when will this training be delivered?

Organizational Capacity and Infrastructure

Provide a narrative response to each of the following:

- A. Describe your organization's capacity to implement the proposed grant requirements. Provide examples of experience in implementing related programs and the outcomes of those programs. It should be noted that past performance on any grants from Governor Brewer's Office for Children, Youth and Families, other state agencies, or other grants in general may be taken into consideration in evaluation of your proposal. (Exhibit E should be used to list the offeror's experience.)
- B. In order to implement the strategic prevention model steps 1 and 2, what capacity building will be needed? This may include additional resources, establishing or strengthening relationships with collaborators, increasing staff, adding data or financial systems, contracting with Subgrantees or providers, and necessary equipment.
- C. Describe staff accountabilities and qualifications. List how much time each person will spend on the project. In addition, attach resumes for key individuals involved in the project or job descriptions for positions to be filled. Provide an organization chart for the project. (Exhibit F for listing staff qualifications).
- D. Complete the GOCYF Standard Data Collection Form (Exhibit G.)
- E. Describe your organization's Business Management System by completion of the Financial Systems Survey (Exhibit H.)
- F. Read and sign Exhibit I - ASSURANCES for Non-Construction Programs.

Resources and Budget

Funding shall be limited to those items specifically listed in the proposed budget and support the scope of work proposed. Total funding may not be modified following award of the Contract. After award, requests for line item modifications that do not change the total program funding, must be requested in writing. If approval of the change is granted, written authorization from Governor Brewer's Office for Children, Youth and Families will be provided.

- A. List all resources that will be needed to implement the Strategic Prevention Framework model steps 1 and 2. These resources may be financial as well as involve curriculum, supplies, space, equipment, etc.
- B. Funding shall be limited to those items specifically listed in the proposed budget. Total funding may not be modified following award of the Contract. Requests for line item modifications that do not change the total program funding, shall be requested in writing and shall only be made following receipt of written authorization from Governor Brewer's Office for Children, Youth and Families.
- C. Complete the attached budget sheets. (Exhibit A, B, and C)

- D. List all other sources of funding currently received from Governor Brewer's Office for Children, Youth and Families, other State or public agencies, Federal agencies, non-profit organizations and any other sources that will be applied to the proposed program. (Exhibit D.)
- E. Please note, there is no match required for this program. Should you choose to include a match; those funds or in-kind services will be subject to monitoring by the Governor Brewer's Office for Children, Youth and Families.

6. EVALUATION (Required - four pages maximum, not including attachments)

The national SPF SIG includes a cross-site (cross-state) evaluation and a statewide evaluation that will address the steps of the SPF process. The Arizona SPF SIG evaluation team will provide training and technical assistance to Subgrantees that will include training on specific elements of the national and state evaluations and how communities will participate in data collection activities. The training will also provide information about how communities will be able to receive the results of national and state evaluation so that communities can use these findings to improve their work.

Applicants must include a plan for evaluation by completing the following questions:

- A. The individual or position (include either resume or job description in Appendix) who will serve as an evaluation coordinator or liaison, and will be the point of contact for the State and National Evaluators.
- B. Data collection methods that you expect to use in order to address the National Outcome Measures. (See Exhibit J).
- C. The methods to be used to ensure culturally competent evaluation.

After grants are awarded, Subgrantees will develop detailed evaluation plans. The evaluation plans will include both process and outcome evaluation. The process evaluation will measure implementation and fidelity of the SPF model by assessing which activities were carried out and the quality, strengths and weaknesses of the implementation. The outcome evaluation will assess outcomes related to the project's goals and objectives. The evaluation plans must also address National Outcome Measures (NOMS) pertaining to prevention that are required by SAMHSA (see Exhibit J).

PROGRAM SPECIFIC REQUIREMENTS

The following restrictions and requirements shall apply to all proposals:

- 1. Governor Brewer's Office for Children, Youth and Families shall be responsible for overall management of the Strategic Prevention Framework State Incentive Grant. You will be provided a contact name and number for staff responsible for management of this program. A contract file shall be set up in Governor Brewer's Office for Children, Youth and Families. Program monitoring will be the responsibility of the Division for Substance Abuse Policy and fiscal monitoring will be the responsibility of the Division of Finance and Administration.

2. Keep a copy of this solicitation and your grant proposal. If awarded, the Subgrantee shall be bound to the services listed in the grant proposal and based upon the solicitation, including all terms, conditions, specifications, amendments, etc.
3. No construction costs are permitted.
4. The Subgrantee shall submit quarterly progress narrative program reports. The reports shall be due 15 days after the quarter ends (October 15, 2009, January 15, 2010, April 15, 2010, and July 15, 2010) and shall contain such information as deemed necessary by the Division for Substance Abuse Policy. Failure to submit timely reports may result in suspension of reimbursement.
5. The Subgrantee shall notify Governor Brewer's Office for Children, Youth and Families in writing, **thirty (30) calendar days in advance**, of any changes in the program that will directly affect service delivery under the terms of the contract. No changes shall be implemented without the prior written approval of a formal contract amendment issued by Governor Brewer's Office for Children, Youth and Families.
6. The Subgrantee shall be paid on a cost-reimbursement basis. The reimbursement amount is to be determined on the cash basis of accounting. The reimbursement request must be submitted no more than monthly and no less than quarterly for those items submitted and approved in the budget inclusively. Draw down schedules will be provided upon award. **Subgrantee shall submit a final reimbursement request no more than forty-five (45) days after the contract end for expenses obligated prior to the date of contract termination.** All expenses must be liquidated prior to the final reimbursement request. Requests for reimbursement received later than forty-five (45) days after the contract termination will not be paid. **If awarded a contract, your organization must have sufficient funds to meet obligations for up to sixty (60) days while awaiting reimbursements from Governor Brewer's Office for Children, Youth and Families.**
7. Financial reimbursements must be sent to:

Marjorie Bennett, Financial Administrator
Governor Brewer's Office for Children, Youth and Families
Division of Finance and Administration
1700 West Washington, Suite 101
Phoenix, Arizona 85007

8. Programmatic reports and requests for program and budget changes must be sent to:

Briana Kreibich, SPF SIG Project Coordinator
Governor Brewer's Office for Children, Youth and Families
Division for Substance Abuse Policy
1700 West Washington, Suite 101
Phoenix, Arizona 85007

9. Notwithstanding any other payment provision of this contract, failure of the Subgrantee to submit required reports when due, or failure to perform or deliver required work, supplies, or services, will result in the withholding of payment under this contract unless such failure arises of causes beyond the control and without the fault of negligence of the Subgrantee.
10. Each successful applicant who is awarded \$25,000 or more must provide the following prior to a contract being executed: (a) Dun and Bradstreet Universal Numbering System (DUNS) number for the fiscal agent; and (b) proof of current registration in the Central Contractor Registration (CCR) database. Additionally, CCR registration must be maintained for the term of the contract.
11. Subgrantees will be **required to attend a mandatory Subgrantee orientation**. Time and location for this meeting will be detailed in an award letter.
12. An Applicant who takes exception to any portion of the solicitation must do so pursuant to the Uniform Instructions to Offeror. If the Applicant is taking exception to a section or sections of the Solicitation, the Applicant shall designate a section in the application entitled "Exceptions." Taking exception to the terms and conditions of the solicitation may result in an application receiving a lower evaluation score. Low evaluation scores may result in the application being determined not susceptible of award. Any exception to the terms and conditions should provide sufficient justification to detail the reason the exception is advantageous to Governor Brewer's Office for Children, Youth, and Families and the State of Arizona.

TERMS AND CONDITIONS

1. Term of Contract: The term of the contract shall commence July 1, 2009 and shall remain in effect until June 30, 2010, contingent upon final federal award, unless terminated, canceled or extended as otherwise provided herein.
2. Documents Incorporated by Reference: The State of Arizona's Uniform Instructions to Offerors (Rev 7.1) and Uniform Terms and Conditions (Rev 7) are incorporated into this Contract as if fully set forth herein. Applicants are encouraged to obtain these documents. Applicants may obtain copies by visiting the Arizona State Procurement Office website at <http://www.azdoa.gov/spo/agency-resources-1/documents-forms/>. The Arizona Uniform General Terms and Conditions and Uniform Instructions to Offerors are also available on Governor Brewer's Office for Children, Youth, and Families website at <http://gocyf.az.gov/Finance/>.
3. Funding: Requested funding must be submitted in an all-inclusive basis. Governor Brewer's Office for Children, Youth and Families will not reimburse any item other than the all-inclusive funding contained on the budget forms.
4. Contract Renewal: The contract shall not bind nor purport to bind Governor Brewer's Office for Children, Youth and Families for any contractual commitment in excess of the original contract period or amount. Governor Brewer's Office for Children, Youth and

Families shall have the right, at its sole option, to renew the contract. If Governor Brewer's Office for Children, Youth and Families exercises such right, all terms, conditions and provisions of the original contract shall remain the same and apply during the renewal period.

5. Key Personnel: It is essential that the Subgrantee provide an adequate staff of experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under this contract. The Subgrantee must assign specific individuals to the key programmatic and fiscal positions. **Once assigned to work under the contract, key personnel shall not be removed or replaced without the prior written approval of Governor Brewer's Office for Children, Youth and Families.** The fiscal person listed on the Standard Data Collection Form (Exhibit G) is considered a Key Person for this grant. It is the preference of Governor Brewer's Office for Children, Youth and Families that the Subgrantee require current state certification and/or licensure as a condition of employment for those individuals providing direct behavioral and medical health services to youth.
6. Multiple Awards: In order to ensure adequate coverage of Governor Brewer's Office for Children, Youth and Families requirements, multiple awards may be made.
7. Records: At any time during the term of this contract, and at any time within five (5) years after the closing of the federal grant, the Subgrantee's or any subcontractor's books and records shall be subject to an audit by the State or Federal Government, to the extent that the books and records relate to the performance of the contract or subcontract. All records shall be subject to inspection and audit by the State or Federal government at reasonable times. Upon request, the Subgrantee shall produce a legible copy of any or all such records.
8. Single Audit: In compliance with the Federal Single Audit Act (31 U.S.C. par., 7501-7507), as amended by the Single Audit Act Amendments of 1996 (P.L. 104 to 156), grant sub-recipients, as prescribed by the President's Council on Integrity and Efficiency Position #6, organizations expending \$500,000 or more of Federal funds from all sources, must have an annual audit conducted in accordance with OMB Circular #A-133, "Audits of States, Local Governments and Non-profit Organizations." **If you have expended more than \$500,000 in federal dollars, a copy of your audit report for the previous fiscal year must be submitted with your application.**
9. Audit Trails: Subgrantee shall maintain proper audit trails for all reports related to this contract. Governor Brewer's Office for Children, Youth and Families reserves the right to review all program records.
10. Fund Management: The Subgrantee must maintain funds received under this contract in separate ledger accounts and cannot mix these funds with other sources. Subgrantee must manage funds according to applicable federal regulations for administrative requirements, cost principles and audits.

The Subgrantee must maintain adequate business systems to comply with Federal requirements. The business systems that must be maintained are:

- a. Financial Management
- b. Procurement
- c. Personnel
- d. Property
- e. Travel

A system is adequate if it is: 1) **written**; 2) **consistently followed** – it applies in all similar circumstances; and 3) **consistently applied** – it applies to all sources of funds. Governor Brewer's Office for Children, Youth and Families reserves the right to review all business systems policies.

11. Non-Discrimination: All parties to this agreement agree to comply with Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act, and State Executive Order No. 99-4 which mandates that all persons, regardless of race, religion, handicap, color, age, sex, political affiliation or national origin shall have equal access to employment opportunities. All parties shall comply with 1) the Rehabilitation Act of 1973, as amended, which prohibits discrimination in the employment or advancement in employment of qualified persons because of physical or mental handicap; 2) all applicable federal regulations regarding equal employment opportunity and relevant orders issued by the U.S. Secretary of Labor; 3) all applicable provisions and regulations relating to the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101-12213); 4) all applicable provisions and regulations relating to Executive Order No. 13279 – Equal Protection of the Laws for Faith-based and Community Organizations.
12. Compliance With Applicable Laws: All parties to this agreement shall comply with all applicable federal, state and local laws.
13. Licenses: Subgrantee shall maintain in current status all federal, state, and local licenses and permits required for the operation of the business conducted by the Subgrantee.
14. Amendments: Any change in the contract, including material changes to the scope of work and/or the budget described herein, whether by modification or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representatives of the Subgrantee and Governor Brewer's Office for Children, Youth and Families. Governor Brewer's Office for Children, Youth and Families may approve or reject any amendment, when necessary. Any such amendment shall specify an effective date, any increases or decreases in the amount of the Subgrantee's compensation, if applicable, and entitled as an "Amendment" and signed by the parties identified in the preceding sentence. The Subgrantee expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification or supplementation to the contract.

15. Availability of Funds for the Next Fiscal Year: Funds are not presently available for performance under this contract beyond the current fiscal year. No legal liability on the part of Governor Brewer's Office for Children, Youth and Families for any payment may arise for performance under this contract beyond the current fiscal year until funds are made available for performance of this contract. Governor Brewer's Office for Children, Youth and Families obligation for performance of this contract beyond this fiscal year is contingent upon the availability of funds from which payment for contract purposes can be made.
16. Subcontractors: The Subgrantee agrees and understands that no subcontract which the Subgrantee enters into with respect to performance under this contract shall in any way relieve the Subgrantee of any responsibility for performance of its duties. **It is highly recommended by Governor Brewer's Office for Children, Youth and Families that a Memorandum of Understanding or some other type of contract is in place between the Subgrantee and a Subcontractor for services to be performed, and in which a payment amount has been negotiated and approved, so as to avoid any misunderstanding between both parties.**
17. Paragraph Headings: The descriptive headings of this Contract are inserted for convenience only and shall not control or affect the meaning or construction of any of the provisions in this Contract.
18. No Waiver: Either party's failure to insist on strict performance of any term or condition of the contract shall not be construed as a waiver or relinquishment for the further performance of such provision.
19. Force Majeure: If either party hereto is delayed or prevented from the performance of any act required in this Agreement by reason of acts of god, strikes, lockouts, labor disputes, civil disorder, or other causes without fault and beyond the control of the party obligated, performance of or payment for such act will be excused for the period of the delay.
20. Offshore Performance of Work Prohibited: Due to security and identity protection concerns, all services under this contract shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision applies to work performed by sub-contractors at all tiers.
21. Arbitration: In the event of any dispute arising under this Agreement, written notice of the dispute must be provided to the other party within thirty (30) days of the events giving rise to the dispute. The parties shall follow the procedures set forth in this section to facilitate a resolution and attempt to avoid litigation.

The parties shall negotiate in good faith to resolve the dispute within sixty (60) days of receiving notice of the existence of the dispute. However if the parties do not reach such resolution within a period of sixty (60) days, then, upon notice by either party to the other, all disputes, claims, questions, or differences shall be finally settled by arbitration

administered by the American Arbitration Association in accordance with the provisions of its Commercial Arbitration Rules and in compliance with A.R.S. §12-1518.

22. Partial Invalidity: Any term or provision of this Agreement that is hereafter declared contrary to any current or future law, order, regulation or rule, or which is otherwise invalid, shall be deemed stricken from this Agreement without impairing the validity of the remainder of this Agreement.
23. Governing Law: This Agreement shall be governed and interpreted by the laws of the State of Arizona. The venue for any proceedings, actions, or suits arising from this Agreement shall be in Maricopa County, Arizona.
24. Authority to Execute this Contract: Each individual executing this Contract on behalf of the Subgrantee represents and warrants that he or she is duly authorized to execute this Contract.
25. Entire Contract: This Contract and its Exhibits/Attachments constitute the entire Contract between the parties hereto pertaining to the subject matter hereof and may not be changed or added to except by a writing signed by all parties hereto in conformity with Terms and Conditions, Section Fourteen, Amendments of this Contract; provided, however, that Governor Brewer's Office for Children, Youth and Families shall have the right to immediately amend this Contract so that it complies with any new legislation, laws, ordinances, or rules affecting this Contract. The Subgrantee agrees to execute any such amendment within ten (10) business days of its receipt. All prior and contemporaneous agreements, representations, and understandings of the parties, oral or written, pertaining to the subject matter hereof, are hereby superseded or merged herein.
26. Assignment and Delegation: Subgrantee may not assign any rights hereunder without the express, prior written consent of both parties.
27. Indemnification: Subgrantee shall indemnify, defend, save and hold harmless the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees (hereinafter referred to as "Indemnatee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Subgrantee or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such Subgrantee to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnatee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnatee, be indemnified by Subgrantee from and against any and all claims. It is agreed that Subgrantee will be responsible for primary loss investigation, defense and judgment

costs where this indemnification is applicable. In consideration of the award of this contract, the Subgrantee agrees to waive all rights of subrogation against the State of Arizona, its officers, officials, agents and employees for losses arising from the work performed by the Subgrantee for the State of Arizona.

28. Public Agency Language Only: Each party (as 'indemnitor') agrees to indemnify, defend, and hold harmless the other party (as 'indemnatee') from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as 'claims') arising out of bodily injury of any person (including death) or property damage but only to the extent that such claims which result in vicarious/derivative liability to the indemnatee, are caused by the act, omission, negligence, misconduct, or other fault of the indemnitor, its' officers, officials, agents, employees, or volunteers."

29. Insurance Requirements: The Subgrantee and subcontractors shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Contract, are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Subgrantee, his agents, representatives, employees or subcontractors.

The insurance requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the Subgrantee from liabilities that might arise out of the performance of the work under this contract by the Subgrantee, its agents, representatives, employees or subcontractors, and Subgrantee is free to purchase additional insurance.

A. MINIMUM SCOPE AND LIMITS OF INSURANCE

Subgrantee shall provide coverage with limits of liability not less than those stated below. Within ten (10) business days following notification of award, certificates of insurance must be submitted to Governor Brewer's Office for Children, Youth and Families, clearly stating the applicable contract number, effective date(s) of coverage, and limits of liability required pursuant to the contract.

1. Commercial General Liability – Occurrence Form

Policy shall include bodily injury, property damage, personal injury and broad form contractual liability coverage.

• General Aggregate	\$2,000,000
• Products – Completed Operations Aggregate	\$1,000,000
• Personal and Advertising Injury	\$1,000,000
• Blanket Contractual Liability – Written and Oral	\$1,000,000
• Fire Legal Liability	\$ 50,000
• Each Occurrence	\$1,000,000

- a. The policy shall be endorsed to include the following additional insured language: "The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Subgrantee".
- b. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Subgrantee.

2. Automobile Liability

Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this Contract.

Combined Single Limit (CSL)	\$1,000,000
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- a. The policy shall be endorsed to include the following additional insured language: "The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Subgrantee, involving automobiles owned, leased, hired or borrowed by the Subgrantee".

3. Worker's Compensation and Employers' Liability

Workers' Compensation Statutory Employers' Liability

Each Accident	\$ 500,000
Disease – Each Employee	\$ 500,000
Disease – Policy Limit	\$1,000,000

- a. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Subgrantee.
- b. This requirement shall not apply to: Separately, EACH Subgrantee or subcontractor exempt under A.R.S. §23-901, AND when such Subgrantee or subcontractor executes the appropriate waiver (Sole Proprietor/Independent Contractor form).

4. Professional Liability (Errors and Omissions Liability)

Each Claim	\$1,000,000
Annual Aggregate	\$2,000,000

- a. In the event that the professional liability insurance required by this

Contract is written on a claims-made basis, Subgrantee warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of two (2) years beginning at the time work under this Contract is completed.

- b. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Subgrantee.
- c. The policy shall cover professional misconduct or lack of ordinary skill for those positions defined in the Scope of Work of this contract.

B. ADDITIONAL INSURANCE REQUIREMENTS

The policies shall include, or be endorsed to include, the following provisions:

- 1. The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees wherever additional insured status is required such additional insured shall be covered to the full limits of liability purchased by the Subgrantee, even if those limits of liability are in excess of those required by this Contract.
- 2. The Subgrantee's insurance coverage shall be primary insurance with respect to all other available sources.
- 3. Coverage provided by the Subgrantee shall not be limited to the liability assumed under the indemnification provisions of this Contract.

C. NOTICE OF CANCELLATION

Each insurance policy required by the insurance provisions of this Contract shall provide the required coverage and shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the State of Arizona. Such notice shall be sent directly to **(Governor Brewer's Office for Children, Youth & Families, Sarah Bean, Procurement Manager, 1700 W. Washington, Ste. 101, Phoenix, AZ 85007)** and shall be sent by certified mail, return receipt requested.

D. ACCEPTABILITY OF INSURERS

Insurance is to be placed with duly licensed or approved non-admitted insurers in the state of Arizona with an "A.M. Best" rating of not less than A- VII. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the Subgrantee from potential insurer insolvency.

E. VERIFICATION OF COVERAGE

Subgrantee shall furnish the State of Arizona with certificates of insurance (ACORD form or equivalent approved by the State of Arizona) as required by this Contract. The

certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and endorsements are to be received and approved by the State of Arizona before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract, or to provide evidence of renewal, is a material breach of contract.

All certificates required by this Contract shall be sent directly to **(Governor Brewer's Office for Children, Youth & Families, Sarah Bean, Procurement Manager, 1700 W. Washington, Ste. 101, Phoenix, AZ 85007)**. Governor Brewer's Office for Children, Youth and Families project/contract number and project description shall be noted on the certificate of insurance. The State of Arizona reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time. **DO NOT SEND CERTIFICATES OF INSURANCE TO THE STATE OF ARIZONA'S RISK MANAGEMENT SECTION.**

F. SUBCONTRACTORS

Subgrantees' certificate(s) shall include all subcontractors as insureds under its policies **or** Subgrantee shall furnish to the State of Arizona separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to the minimum requirements identified above.

G. APPROVAL

Any modification or variation from the *insurance requirements* in this Contract shall be made by the Department of Administration, Risk Management Section, whose decision shall be final. Such action will not require a formal Contract amendment, but may be made by administrative action.

H. EXCEPTIONS

In the event the Subgrantee or subcontractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a Certificate of Self-Insurance. If the Subgrantee or subcontractor(s) is/are a State of Arizona agency, board, commission, or university, none of the above shall apply.

30. Confidentiality of Records: Subgrantee shall establish and maintain procedures and controls that are acceptable to Governor Brewer's Office for Children, Youth and Families for the purpose of assuring that no information contained in its records or obtained from others in carrying out its functions under the contract shall be used by or disclosed by it, its agents, officers, or employees, except as required to efficiently perform duties under the contract. Persons requesting such information shall be referred to Governor Brewer's Office for Children, Youth and Families. The

Subgrantee also agrees that any information pertaining to individual persons shall not be divulged other than to employees or officers of the Subgrantee as needed for the performance of duties under the contract, unless otherwise agreed to in writing by the State.

31. Confidential Information: If a person believes that any portion of a proposal, bid, offer, specification, protest or correspondence contains information that should be withheld, then the Procurement Manager for Governor Brewer's Office for Children, Youth and Families shall be so advised in writing (price is not confidential and will not be withheld). Such material shall be identified as confidential wherever it appears. The State, pursuant to A.A.C. R2-7-103, shall review all requests for confidentiality and provide a written determination. If the confidential request is denied, such information shall be disclosed as public information, unless the person utilizes the "Protest" provision as noted in §41-2611 through §41-2616.
32. Cancellation: Governor Brewer's Office for Children, Youth and Families reserves the right to cancel the whole or any part of the contract due to failure of the Subgrantee to carry out any term, promise, or condition of the contract. Governor Brewer's Office for Children, Youth and Families will issue a written ten (10) day notice of default to the Subgrantee for acting or failing to act as in any of the following:
- The Subgrantee provides personnel that do not meet the requirements of the contract.
 - The Subgrantee fails to perform adequately the services required in the contract.
 - The Subgrantee attempts to impose on Governor Brewer's Office for Children, Youth and Families, personnel that are of an unacceptable quality.
 - The Subgrantee fails to furnish the required product within the time stipulated in the contract.
 - The Subgrantee fails to make progress in the performance of the requirements of the contract and/or gives Governor Brewer's Office for Children, Youth and Families a positive indication that the Subgrantee will not or cannot perform to the requirements of the contract.
33. If the Subgrantee does not correct the above problem(s) within ten (10) days after receiving the notice of default, Governor Brewer's Office for Children, Youth and Families may cancel the contract. If Governor Brewer's Office for Children, Youth and Families cancels the contract pursuant to this clause, the State reserves all rights or claims to damage for breach of contract.
34. Cancellation for Conflict of Interest: Governor Brewer's Office for Children, Youth and Families may, by written notice to the Subgrantee, immediately cancel this Contract without penalty or further obligation pursuant to A.R.S. §38-511 if any person significantly involved in initiating, negotiating, securing, drafting or creating of the Contract on behalf of Governor Brewer's Office for Children, Youth and Families is an employee or agent of any other party in any capacity or a consultant to any other party to the Contract with respect to the subject matter of the Contract. Such cancellation

shall be effective when the parties to the Contract receive written notice from Governor Brewer's Office for Children, Youth and Families, unless the notice specifies a later time.

35. Termination: The Procurement Manager for Governor Brewer's Office for Children, Youth and Families reserves the right to terminate the contract at any time, for the convenience of Governor Brewer's Office for Children, Youth and Families, without penalty or recourse, by giving written notice to the Subgrantee at least thirty (30) days prior to the effective date of such termination. In the event of termination pursuant to this paragraph, all documents, data, and reports prepared by the Subgrantee under the contract shall, at the option of Governor Brewer's Office for Children, Youth and Families, become property of the State of Arizona. The Subgrantee shall be entitled to receive just and equitable compensation for that work completed prior to the effective date of termination.
36. Suspension or Debarment Status: If the firm, business or person submitting this bid or offer has been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity with any federal, state or local government, the applicant must include a letter with its application setting forth the name and address of the governmental unit, the effective date of the suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating to the suspension or debarment. Failure to supply the letter or to disclose in the letter all pertinent information regarding a suspension or debarment shall result in rejection of the bid or offer or cancellation of a contract. Governor Brewer's Office for Children, Youth and Families also may exercise any other remedy available by law.
37. Suspension or Debarment Certification: By signing the offer section of the Offer and Acceptance page, SPO Form 203, the bidder or offeror certifies that the firm, business or person submitting the bid or offer has not been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity with any federal, state or local government. Signing the offer section without disclosing all pertinent information about a debarment or suspension shall result in rejection of the bid or offer or cancellation of a contract. Governor Brewer's Office for Children, Youth and Families also may exercise any other remedy available by law.
38. Restrictions on Lobbying: The Subgrantee shall not use these funds to pay for, influence, or seek to influence any officer or employee of the State of Arizona or the federal government if that action may have an impact, of any nature, on this agreement.
39. Fingerprinting: The provisions of A.R.S. §46-141 are hereby incorporated as provisions of this contract as they pertain to any new personnel not already covered by this requirement. When applicable, the Subgrantee shall assume the costs of fingerprint checks and may charge these costs to fingerprint its personnel. The department may allow all or part of the costs of fingerprint checks to be included as an allowable cost in a contract.

40. Personnel who are employed by any Subgrantee, whether paid or not, and who are required or allowed to provide services directly to juveniles shall certify on forms provided by the Department of Public Safety and notarized whether they have ever committed any act of sexual abuse of a child, including sexual exploitation and commercial sexual exploitation, or any act of child abuse. This contract may be canceled or terminated if the fingerprint check or the certified form of any person who is employed by a Subgrantee, whether paid or not, and who is required or allowed to provide services directly to juveniles discloses that a person has committed any act of sexual abuses of a child, including sexual exploitation or commercial sexual exploitation, or any act of child abuse or that the person has been convicted of or awaiting trial on any of the following criminal offenses in this state or similar offenses in another state or jurisdiction.
41. Sectarian Requests: Funds may not be expended for any sectarian purpose or activity, including sectarian worship or instruction.
42. Ownership of Information: Governor Brewer's Office for Children, Youth and Families reserves the right to review and approve any publications funded or partially funded through this contract. All publications funded or partially funded through this contract shall recognize the Substance Abuse and Mental health Services Administration, Department of Health and Human Services and Governor Brewer's Office for Children, Youth and Families as the funding source.
43. Counterparts: This Contract may be executed in any number of counterparts, copies, or duplicate originals. Each such counterpart, copy, or duplicate original shall be deemed an original, and collectively they shall constitute one Contract.
44. Federal Immigration Laws: By entering into this contract, the Subgrantee warrants compliance with the Federal Immigration and Nationality Act and all other federal immigration laws and regulations related to the immigration status of its employees. These warranties shall remain in effect throughout the term of the contract and any renewal period of the contract. The Subgrantee shall maintain Employment Eligibility Verification form (I-9) as required by the U.S. Department of Labor's Immigration and Control Act for all employees performing work under this contract.

Checklist:

Use the following list to make sure your Grant Application for the Strategic Prevention Framework State Incentive Grant is complete and meets the requirements specified in this request for grant applications:

- ☐ One (1) original copy marked “original”, and five (5) additional copies.
- ☐ Completed and signed Offer and Acceptance form (SPO form 203).
- ☐ Table of contents.
- ☐ Project Executive Summary.
- ☐ Funds requested page, completed, signed and attached, Exhibit A.
- ☐ Budget summary, completed, signed and attached. Sample included in Exhibit B.
- ☐ Budget narrative for requested amount (**and** for match if applicable), completed and signed. Sample included in Exhibit C. **NOTE: there is not match requirement for this grant.**
- ☐ Disclosure form of other funding sources, completed and signed, Exhibit D.
- ☐ Program narrative.
- ☐ Offeror’s Experience Form is completed and attached, Exhibit E
- ☐ Personnel Staff Overview Form is completed and attached, Exhibit F
- ☐ Standard Data Collection Form is completed and attached, Exhibit G.
- ☐ Financial Systems Survey is completed and attached, Exhibit H.
- ☐ Assurances for Non-Construction Programs, signed and attached, Exhibit I.
- ☐ National Outcome Measures (NOMS), Exhibit J.
- ☐ Scope of Work – Timeline is completed and attached, Exhibit K
- ☐ Page numbers are included on all pages, in sequence, twelve point font or larger and single-spaced, with one inch margins or wider.
- ☐ All documents requiring signatures should have **ORIGINAL** signatures.
- ☐ Do **NOT** bind your application in spiral binders or in 3-ring notebooks. Please submit your applications either stapled in the upper left-hand corner or use a binder clip.
- ☐ When submitting your application, insure your organization name and the Request for Grant Application Number SP-DSG-09-0181-00 is **CLEARLY** marked on the outside of the **SEALED** envelope/package.
- ☐ It is the responsibility of each applicant to insure their application is delivered to Governor Brewer’s Office for Children, Youth, and Families **by the due date and time**. Allow for such contingencies as heavy traffic, weather, directions, parking, security, etc.

Exhibits:

- Exhibit A: Funds Requested Page
- Exhibit B: Line Item Budget Page
- Exhibit C: Budget Narrative for requested dollar amount
- Exhibit D: Disclosure of Other Funding Sources
- Exhibit E Offeror's Experience
- Exhibit F Personnel Staff Overview
- Exhibit G: GOCYF Standard Data Collection Form
- Exhibit H: GOCYF Financial Systems Survey
- Exhibit I: Assurances for Non-Construction Programs, OMB Form 424B
- Exhibit J: National Outcome Measures
- Exhibit K: Scope of Work - Timeline
- Attachment A: Sample Certificate of Insurance

EXHIBIT A

Funds Requested Page

1. The offeror must state a firm, fixed total guaranteed not-to-exceed amount of funds requested for The Strategic Prevention Framework State Incentive Grant.

\$ _____ Total Funds Requested

2. Are you submitting this application for your proposed program as a faith-based organization?

YES _____

NO _____

Authorized Signature _____ Date _____

Job Title _____

EXHIBIT B

Sample Line Item Budget

This exhibit is provided as an example only. While you must use this format, you may reproduce it with Word Processing or Spreadsheet software. Limit your budget line items to the following categories: Personnel, Fringe Benefits, Professional Services, Travel, Pass-Through (i.e. Subgrants), Other Operating Expenses and Administrative/Indirect Costs. **Please round budgets to the nearest ten dollars.**

Budget period: July 1, 2009 – June 30, 2010

Budget Category	Line Item	Requested Funds	Total Cost
Personnel and Fringe Benefits			
Personnel	Project Director, Bob Williams, 75%, 12 months	\$33,000	\$33,000
	Project Director, Bob Williams, 25%, 12 months		\$11,000
Fringe Benefits	Agency Rate (18%) - Budget narrative should provide more detailed accounting of how this rate was determined for the agency. (Rounded)	\$5,900	\$5,900 \$2,000
Contracted Services/Professional Services			
Contract services	Program Evaluation – contractual data entry services (GHJ Evaluation, Inc.)	\$1,000	\$1,000
Travel			
	Project staff to attend program related training (300 miles x 44.5 cents per mile x 1 staff person) (Rounded)	\$130	\$130
Pass Through			
Subgrants	Stipends for school personnel 1 person - .10 FTE	\$1,000	\$1,000
Supplies and Other Operating			
	Postage (\$100/month x 12 months for monthly flier)	\$1,200	\$1,200
	Telephone for Bob Williams (\$90/month x 12 months)		\$1,080
Administrative/Indirect Costs			
	Please see narrative.		
Total		\$42,230	\$56,310

***As shown, a line item budget justification for each component MUST be included in the proposal that describes the procedure for determining the cost of budget categories. Detail in the line item budget narrative strengthens proposals. See the following page for budget narrative format.**

Authorized signature

Date

EXHIBIT C

Budget Narrative Sample

The purpose of the budget narrative is to provide more clarity and detail on the various budget line items that funds are being requested for. The budget narrative should explain the criteria used to compute the budget figures on the budget form. Please verify that the narrative and budget form correspond and the calculations and totals are accurate.

Personnel: Include information such as position title(s), name of employee (if known), salary, time to be spent on this program (hours or %), number of months assigned to this program, etc. Explain how the salary rate for each position was determined. If salaries are expected to increase during the project year, indicate the percentage increases for each position and justify the percent of the salary increase. Also be sure to include the scheduled salary increases on the Budget Form.

Fringe Benefits: Include a benefit percentage and what expenses make up employee benefit costs. Indicate any special rates for part-time employees, if applicable. Explain how the benefits for each position were determined. If using a fringe benefit rate, explain how this percentage is justified or approved by your agency.

Contracted Subgrantee/Professional Services: If professional Subgrantees/services costs are proposed in the budget, define how the costs for these services were determined and the justification for the services related to the project. This category includes Evaluation Services. Information for Evaluation Professional Services should include who will be performing the evaluation, the type of work to be performed, and how the costs/rates are determined. Explain how all contracts will be procured.

Travel: Travel costs are according to the Applicant's written policy. Include a detailed breakdown of hotel, transportation, meal costs, etc. Indicate the location(s) of travel and the justification for travel, how many employees will attend and how the estimates have been determined. Explain the relationship of each cost item to the project (e.g., if training or training expenses are requested, explain the topic of the training and its relationship to the project). Governor Brewer's Office for Children, Youth and Families reserves the right to determine the reasonableness of those rates.

Pass Through/Subgrants: In the event that this application represents a collaboration and the contract will be utilizing other Subgrantees to perform various components of the program, include a list of Subgrantees, programmatic work each Subgrantee will perform, and how costs for each Subgrantee are determined).

Supplies and Operating Expenses: Explain each supply item to be purchased, how the costs were determined and justify the need for the items. Items with a unit cost less than \$5,000 are considered supplies and should be listed in this category. All purchases should be made according to the Applicant's written procurement policy, which at a minimum must contain the federal procurement guidelines for federal grants.

Administrative/Indirect Costs: Administrative costs are general or centralized expenses of overall administration of an organization that receives grant funds and does not include particular project costs. For organizations that have an established federally approved indirect cost rate for Federal awards, indirect costs mean those costs that are included in the organization's indirect cost rate. Such costs are generally identified with the organization's overall operation and are further described in the Office of Management and Budget Circulars 2 CFR 220, 2 CFR 225, and 2 CFR 230.

Option A: Administrative Costs: With proper justification, Subgrantees may include an allocation for administrative costs for up to 10% of the total direct funds requested of the grant request.

Administrative costs may include direct charges for: costs of financial, accounting, auditing, contracting or general legal services; costs of internal evaluation, including overall organization's management improvement costs; and costs of general liability insurance that protects the organization(s) responsible for operating a project, other than insurance costs solely attributable to the project. Administrative costs may also include that portion of salaries and benefits of the project's director and other administrative staff not attributable to the time spent in support of a specific project. If you chose Option A, provide a listing of the items included in this category and a copy of the written allocation policy for these costs.

Option B: Federally Approved Indirect Costs: If your organization has a federally approved indirect cost rate agreement in place, Subgrantees may include an allocation for indirect costs for up to 10% of the grant request. Applicants must provide a copy of their federally approved indirect cost rate agreement.

Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. The cost of operating and maintaining facilities, depreciation, and administrative salaries are examples of the types of costs that are usually treated as indirect.

Authorized Signature_____ Date_____

Job Title_____

EXHIBIT D

Disclosure of Other Funding Sources

Please list all other funding that your organization currently receives from State or Public Agencies, Federal Agencies, Non-Profit Organizations, or any other source providing funding **for the proposed program***. Use a continuation sheet if necessary. The following form may be reproduced with word processing software or another form may be created that contains all the information requested.

Type of Funding (Federal, State, local, other)	Received From	Amount	Ending Date
TOTAL:			

***This table should include only those funds that will support the program detailed in this application.**

Authorized Signature _____ Date _____

Job Title _____

EXHIBIT E

Offeror's Experience

The following form may be reproduced with word processing software or another form may be created that contains all the information requested.

Name and address of organization for which the service or activity was provided
Location where services or activities were conducted
Dates the service or activity was conducted (e.g. October 2001 – December 2001)
Describe the services or activities that were provided
Describe what was achieved with the services or activities (e.g. increased knowledge among 20% of program participants, reduced alcohol use by 10%, etc.)

EXHIBIT F

Personnel Staff Overview

The following form may be reproduced with word processing software or another form may be created that contains all the information requested.

In addition to this overview, please attach a resume (for current personnel) or a job description (for positions to be hired) for the key individuals involved in the project.

STAFF MEMBER	BACKGROUND AND EXPERTISE OF PERSONNEL
Name: Title: FTE on this project:	
Name: Title: FTE on this project:	
Name: Title: FTE on this project:	
Name: Title: FTE on this project:	
Name: Title: FTE on this project:	
Name: Title: FTE on this project:	

EXHIBIT G

Governor Brewer's Office for Children, Youth and Families Standard Data Collection Form for the Grant Management Information System (GIMS)

A. Agency Information:

Program Name (if applicable) _____

Agency _____ Program Contact Person _____

Address _____ Position _____

Address _____ Email _____

City, State, Zip _____ Phone _____ x _____ Fax _____

County _____

Employer Identification Number: _____

Agency Classification: _____ State Agency _____ County Government _____ Local Government _____ Schools _____ Tribal
_____ Faith Based _____ Other

Have you previously conducted business with the State using this EIN: **Y** **N**. If **NO**, please go to the following website, download the State of Arizona Substitute W-9 Form and submit with your application. <http://www.gao.state.az.us/onlineforms>

In which Congressional (Federal) District is your agency? Enter District # _____
<http://www.azredistricting.org> (click on Final Maps)

In which Legislative (State) District is your agency? Enter District # _____
<http://www.azredistricting.org> (click on Final Maps)

Approximately how much FEDERAL funding will your organization expend in your current fiscal year? \$ _____

What is your organization's fiscal year-end date? _____

Accounting Method: _____ Cash _____ Accrual _____ Modified

Does your organization undergo an annual independent audit in accordance with OMB Circular A-133? **Y** **N**

Please provide contact information of the audit firm conducting your audit:

Agency _____

Address _____

Phone Number _____

B. Proposed Program Information / Description:

Amount requesting: _____

Service area of proposed program: _____

Target population of proposed program: _____

Number of participants to be served: _____

Please provide a **brief** description of the **proposed program** in 1 or 2 paragraphs.

C. Contact Information (Please copy this page as many times as needed.)

Program Agency – Indicates person with primary contact with Governor Brewer’s Office for Children, Youth and Families and is directly responsible for ensuring that the program plan is implemented. All future program correspondence will be sent to **this person**.

Fiscal Agency - Indicates person responsible for financial matters pertaining to this grant.

Collaborator – Indicates all persons/agencies who have been identified as a collaborator, partner, host site as a requirement of this grant.

☐ **Program Agency**

☐ **Fiscal Agency**

☐ **Collaborator**

Agency _____

Address _____

Address _____

City, State, Zip _____

County _____

Contact Person _____

Position _____

Email _____

Phone _____ x _____ Fax _____

☐ **Program Agency**

☐ **Fiscal Agency**

☐ **Collaborator**

Agency _____

Address _____

Address _____

City, State, Zip _____

County _____

Contact Person _____

Position _____

Email _____

Phone _____ x _____ Fax _____

☐ **Program Agency**

☐ **Fiscal Agency**

☐ **Collaborator**

Agency _____

Address _____

Address _____

City, State, Zip _____

County _____

Contact Person _____

Position _____

Email _____

Phone _____ x _____ Fax _____

EXHIBIT H

Governor Brewer's Office for Children, Youth and Families **Financial Systems Survey**

Name of Applicant: _____

Please answer every question by filling in the circle next to the correct answer. Attach materials and document comments as required.

As stewards of federal and state funds, Governor Brewer's Office for Children, Youth and Families awards funds to organizations (regardless of how small or large) that are both capable of achieving project goals/objectives and upholding their responsibility for properly managing funds as they achieve those objectives.

This survey will be used primarily for initial monitoring of the organization. This survey may also be used in evaluating the financial capability of the organization in the award process. Deficiencies should be addressed for corrective action and the organization should consider procuring technical assistance in correcting identified problems.

A. GENERAL INFORMATION

1. Has your organization received a Federal or State Grant within the last two years?	<input type="radio"/> YES <input type="radio"/> NO
2. Has your organization completed an A-133 Single Audit within the past two years? If yes, please attach a complete copy of your A-133 Audit, including, but not limited to, your Management Letter, Findings and Questioned Costs.	<input type="radio"/> YES <input type="radio"/> NO
3. If your organization has not completed an A-133 Single Audit, have your financial statements been audited, reviewed or compiled by an independent Certified Public Accountant within the past two years? If yes, please attach a complete copy of the most recent audited, reviewed or compiled financial statements.	<input type="radio"/> YES <input type="radio"/> NO
4. Please attach a schedule showing the TOTAL federal funds (by granting agency) expended by your agency for the most recent fiscal year. Note: If your organization had an A-133 Single Audit, a copy of the "Schedule of Expenditures for Federal Awards" can be submitted	
5. Has your organization received funding from Governor Brewer's Office for Children, Youth and Families within the past two years? If yes, specify the grant contract numbers: _____	<input type="radio"/> YES <input type="radio"/> NO
6. Has your organization been granted tax-exempt status by the Internal Revenue Service?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
7. If you answered YES to question #6, under what section of the IRS code? O 501 C (3) O 501 C (4) O 501 C (5) O 501 C (6) O Other. Specify: _____	
8. Does your organization have established policies related to salary scales, fringe benefits, travel reimbursement and personnel policies?	<input type="radio"/> YES <input type="radio"/> NO

B. FUNDS MANAGEMENT

1. Which of the following describes your organization's accounting system?	<ul style="list-style-type: none">○ Manual○ Automated○ Combination
2. How frequently do you post to the General Ledger?	<ul style="list-style-type: none">○ Daily○ Weekly○ Monthly○ Other
3. Does the accounting system completely and accurately track the receipt and disbursements of funds by each grant or funding source?	<ul style="list-style-type: none">○ YES○ NO
4. Does the accounting system provide for the recording of actual costs compared to budgeted costs for each budget line item?	<ul style="list-style-type: none">○ YES○ NO
5. Are time and effort distribution reports maintained for employees working fully or partially on state or federal grant programs which account for 100% of each employee's time?	<ul style="list-style-type: none">○ YES○ NO
6. Is your organization familiar with Federal Cost Principles (i.e. 2 CFR 220, 2 CFR 225, and 2 CFR 230)?	<ul style="list-style-type: none">○ YES○ NO
7. How does your organization plan to charge common/indirect costs to this grant? NOTE: Those organizations using an indirect cost plan/rate need to attach a copy of the methodology and calculations in determining the rate.	<ul style="list-style-type: none">○ Direct Charges○ Utilizing an Indirect Cost Allocation Plan or Rate

C. INTERNAL CONTROLS

1. Are duties of the bookkeeper/accountant segregated from the duties of cash receipt or cash disbursement?	<ul style="list-style-type: none">○ YES○ NO
2. Are checks signed by individuals whose duties exclude recording cash received, approving vouchers for payment and the preparation of payroll?	<ul style="list-style-type: none">○ YES○ NO
3. Are all accounting entries and payments supported by source documentation?	<ul style="list-style-type: none">○ YES○ NO
4. Are cash or in-kind matching funds supported by source documentation?	<ul style="list-style-type: none">○ YES○ NO
5. Are employee time sheets supported by appropriately approved/signed documents?	<ul style="list-style-type: none">○ YES○ NO
6. Does the organization maintain policies that include procedures for assuring compliance with applicable cost principles and terms of each grant award?	<ul style="list-style-type: none">○ YES○ NO

D. PROCUREMENT

1. Does the organization maintain written codes of conduct for employees involved in awarding or administering procurement contracts?	<ul style="list-style-type: none">○ YES○ NO
2. Does the organization conduct purchases in a manner that encourages open and free competition among vendors?	<ul style="list-style-type: none">○ YES○ NO
3. Does the organization complete some level of cost or price analysis for every major purchase?	<ul style="list-style-type: none">○ YES○ NO
4. Does the organization maintain a system of contract administration to ensure Subgrantee conformance with the terms and conditions of each contract?	<ul style="list-style-type: none">○ YES○ NO
5. Does the organization maintain written procurement policies and procedures?	<ul style="list-style-type: none">○ YES○ NO

E. CONTACT INFORMATION

Please indicate the following information. In the event that Governor Brewer's Office for Children, Youth and Families has questions about this survey, this individual will be contacted.

Prepared By: _____

Job Title: _____

Date: _____

Phone/Fax/Email: _____

F. CERTIFICATION

I certify that this report is complete and accurate, and that the Subgrantee has accepted the responsibility of maintaining the financial systems.

Signature

G. COMMENT AND ATTACHMENTS

Please use the space below to comment on any answers in Sections A – D. Please indicate the Section and Question # next to each comment.

Number of Attachments (please number each attachment): _____

COMMENTS:

EXHIBIT I

ASSURANCES for NON-CONSTRUCTION PROGRAMS

OMB Approval No 0348-0040

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of the project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to the nondiscrimination in the sale, rental or financing or housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of the Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §276a to 276a-7), the Copeland Act (40 U.S.C. §276C and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the

program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §§470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OR AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

EXHIBIT J

National Outcome Measures

DOMAIN	OUTCOME	MEASURES		
		Treatment		Prevention
		Mental Health	Substance Abuse	Substance Abuse
Abstinence	Abstinence from Drug/ Alcohol Use	NOT APPLICABLE	Reduction in/no change in frequency of use at date of last service compared to date of first service ►	30-day substance use (non-use/reduction in use) ► Perceived risk of use ► Age at first use ► Perception of disapproval
	Decreased Mental Illness Symptomatology	Under Development	NOT APPLICABLE	NOT APPLICABLE
	Increased/Retained Employment or Return to/Stay in School	Profile of adult clients by employment status and of children by increased school attendance ►	Increase in/no change in number of employed or in school at date of last service compared to first service ►	ATOD suspensions and expulsions; workplace AOD use and perception of workplace policy
	Decreased Criminal Justice Involvement	Profile of client involvement in criminal and juvenile justice systems	Reduction in/no change in number of arrests in past 30 days from date of first service to date of last service ►	Drug-related crime; alcohol-related car crashes and injuries
Crime and Criminal Justice	Increased Stability in Housing	Profile of client's change in living situation (including homeless status) ►	Increase in/no change in number of clients in stable housing situation from date of first service to date of last service ►	NOT APPLICABLE
Stability in Housing	Increased Access to Services (Service Capacity)	Number of persons served by age, gender, race and ethnicity ►	Unduplicated count of persons served; penetration rate - numbers served compared to those in need ►	Number of persons served by age, gender, race and ethnicity
Access/Capacity	Increased Retention in Treatment - Substance Abuse	NOT APPLICABLE	Length of stay from date of first service to date of last service ► Unduplicated count of persons served ►	Total number of evidence-based programs and strategies

Retention	Reduced Utilization of Psychiatric Inpatient Beds - Mental Health	Decreased rate of readmission to State psychiatric hospitals within 30 days and 180 days ►	NOT APPLICABLE	NOT APPLICABLE
	Increased Social Supports/Social Connectedness^{2/}	Under Development	Under Development	Under Development
Social Connectedness	Client Perception of Care^{1/}	Clients reporting positively about outcomes ►	Under Development	NOT APPLICABLE
	Cost Effectiveness (Average Cost)^{1/}	Number of persons receiving evidence-based services/number of evidence-based practices provided by the State	Number of States providing substance abuse treatment services within approved cost per person bands by the type of treatment	Increase services provided within cost bands within universal, selective, and indicated programs
Perception of Care	Use of Evidence-Based Practices^{1/}		Under Development	Total number of evidence-based programs and strategies
Cost Effectiveness				
Use of Evidence-Based Practices				

Note: Prevention measures pending stakeholder approval.

^{1/} Required by 2003 OMB PART Review.

^{2/} For ATR, "Social Support of Recovery" is measured by client participation in voluntary recovery or self-help groups, as well as interaction with family and/or friends supportive of recovery.

Exhibit K

Scope of Work - Timeline

Use this form to provide a list of key activities taking place within the grant period. Provide a proposed time for completing each stated activity. The expected completion date should be entered as month and year the activity is expected to be completed.

Activity	Timeline (Start – Finish)	Person Responsible
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Attachment A – Sample Certificate of Insurance

Prior to commencing services under this contract, the contractor must furnish the state certification from insurer(s) for coverages in the minimum amounts as stated below. The coverages shall be maintained in full force and effect during the term of this contract and shall not serve to limit any liabilities or any other contractor obligations.

Name and Address of Insurance Agency:		Company Letter:	Companies Affording Coverage:		
		A			
		B			
Name and Address of Insured:		C			
		D			
LIMITS OF LIABILITY MINIMUM - EACH OCCURRENCE		COMPANY LETTER	TYPE OF INSURANCE	POLICY NUMBER	DATE POLICY EXPIRES
Bodily Injury Per Person Each Occurrence Property Damage OR Bodily Injury and Property Damage Combined			Comprehensive General Liability Form Premises Operations Contractual Independent Contractors Products/Completed Operations Hazard Personal Injury Broad Form Property Damage Explosion & Collapse (If Applicable) Underground Hazard (If Applicable)		
Same as Above			Comprehensive Auto Liability Including Non-Owned (If Applicable)		
Necessary if underlying is not above minimum			Umbrella Liability		
Statutory Limits			Workmen's Compensation and Employer's Liability		
			Other		

State of Arizona and the Department named above are added as additional insureds as required by statute, contract, purchase order, or otherwise requested. It is agreed that any insurance available to the named insured shall be primary of other sources that may be available.

It is further agreed that no policy shall expire, be canceled or materially changed to affect the coverage available to the state without thirty (30) days written notice to the State. This Certificate is not valid unless countersigned by an authorized representative of the insurance company.

Name and Address of Certificate Holder:

Date

Issued: _____

Authorized Representative

END OF SOLICITATION
SP-DSG-09-0181-00